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LIBRARY DEMONSTRATES NEW 'CARDS' ELECTRONIC PRINTING SYSTEM

At dedication ceremonies on November 1, the Library of Congress demonstrated its electronic printing system that will produce over 40 million catalog cards yearly for its own catalogs and for libraries in the United States and throughout the world.

The new system, called CARDS (Card Automated Reproduction Demand System), was developed by Xerox Electro-Optical Systems, an operating unit of Xerox Corp. located in Pasadena, Calif., to meet the needs of the Library's Cataloging Distribution Service, faster turnaround in response to card orders, and more cost-effective operations.

Using laser, xerographic, and computer technology, the electronic printing system produces MARC cards upon request. CARDS is linked to existing computer software and systems developed and used by the Cataloging Distribution Service since 1970. It operates from magnetic tapes similar to those used in the existing photocomposition/offset printing system. Cards are printed on 125-pound stock and processed through specially designed rotary slitter/collators and guillotine cutters.

CARDS uses a computer-controlled laser instead of conventional type to produce the high-quality card images that are printed. It can create any characters that are programmed, in any combination of type size or style. For example, it could produce characters for

(Continued on p. 689)

JMMB AUTHORIZATION INCREASED

On the last day of the second session of the 95th Congress, October 14, the House of Representatives passed S. 3112, a bill to amend the act to provide additional authorization for the Library of Congress James Madison Memorial Building, with an amendment. (The Senate-passed bill provided for an increased authorization of $10,000,000 for a total authorization of $133,000,000.) The House amendment was for an increase of $7,675,000 for a total authorization of $130,675,000. The Senate accepted the House amendment on the same day clearing the bill for the President. The President signed S. 3112 into Public Law 95-548 on October 30.

IMPLEMENTATION OF DC 19 NOT TO BE DELAYED

In the LC *Information Bulletin* of August 18, the Library of Congress announced that it had agreed to follow the recommendation of a meeting representing 15 major library organizations to adopt the *Anglo-American Cataloguing Rules,* second edition (AACR 2), in January 1981, and that the British Library and the National Library of Canada had made similar announcements. This was a revision of an earlier announcement that the three libraries, together with the National Library of Australia, had agreed jointly to implement AACR 2 and the 19th edition of the

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Dewey Decimal Classification (DC 19) in January 1980.

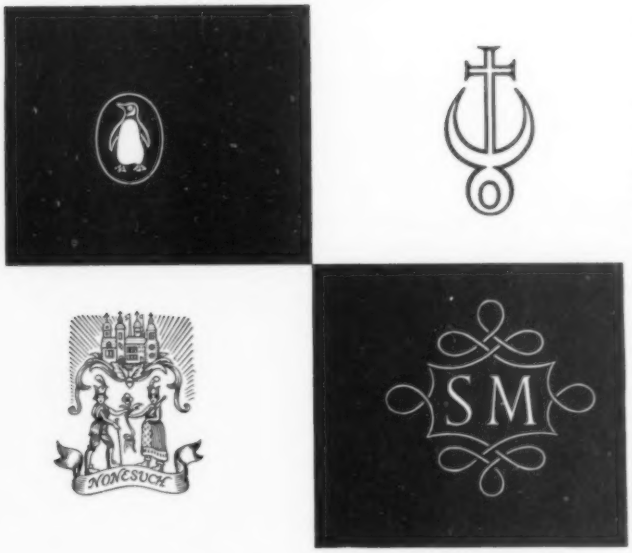
So far as the Library of Congress is concerned, the decision to delay implementation of AACR 2 does not affect the implementation of DC 19. Classification numbers from this edition will appear on cataloging records effective with issuances of January 1980. The National Libraries of Canada and Australia will follow the same pattern, but the British Library has decided not to implement the use of Dewey 19 until January 1981.

Dewey Decimal Classification, used by many thousands of libraries throughout the world and as the basis for arrangement of the national bibliographies of Britain, Canada, Australia, and many other countries, will be published in its 19th edition in the spring or summer of 1979. (The first edition appeared in 1876 and the 18th in 1971.) The forthcoming edition will consist, as does the 18th, of three volumes; its price has not yet been established. It will continue and strengthen the trends of the editions beginning with 16, with further attention to ease of use, increasing concern as to problems of cross classification, and more aids for librarians serving cultures other than Anglo-American or Judeo-Christian. There will be totally new schedules replacing obsolete ones for sociology (301-307) and the electoral process (324 incorporating the former 329). There will be many lesser revisions and many expansions, for example in the following representative subject areas; information science, law, social welfare, zoology, engineering, home economics, management, history. It will be much easier to apply the complicated provisions in belles-lettres. The introductory matter will be reorganized and partly rewritten, with numerous new examples. The index will be unchanged in concept but more efficient in use. Options, except those for use by libraries emphasizing other cultures, will be reduced in number; however, a notable exception will be in the field of law where a new option will make it possible to set up the basic arrangement either by jurisdiction or by branch of law.

LIBRARY OFFERS DOCUMENT ON EXCHANGE OF CATALOGING RECORDS
Hearing Planned for ALA Midwinter

A revised draft of a document entitled "National Level Bibliographic Records–Books" has recently been completed by the Library of Congress for distribution to interested members of the library community for comment. [A draft summary statement on the document appears as an appendix to this issue of the LC *Information Bulletin* on pp. 692-696.] The purpose of this document is to promote the effective exchange of machine-readable cataloging records among organizations by defining the specific data elements that should be included in records which might be shared with other organizations or contributed to a national data base. Emphasis is on the choice of data elements to be included in a record rather than on content designation, although content designation of data elements is also addressed. Persons wishing to obtain a copy of "National Level Bibliographic Record–Books" should address their requests to the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, tel. (202) 426-6171.

An open hearing on the document, cosponsored by the ALA Resources and Technical Services Division and its Cataloging and Classification Section, will take place at the ALA Midwinter Meeting in Washington, D.C., in January. Date, time, and room assignment



On October 23 the Center for the Book sponsored an evening of illustrated talks by two distinguished typographers and book designers, John Dreyfus and Hans Schmoller. The program, titled "Four Masters of Modern Typography: Stanley Morison, Francis Meynell, Jan Tschichold, Giovanni Mardersteig," was enhanced by a special exhibit prepared for the occasion by Peter Van Wingen of the Rare Book and Special Collections Division. The front cover of the invitation (shown at left) was designed by Alan Fern, director for special collections. Each emblem represents the work of one of the typographers (clockwise from upper left): Jan Tschichold's redrawing of the symbol for Penguin Books; a pressmark used by Giovanni Mardersteig at the Officina Bodoni; Stanley Morison's initials engraved on wood by Reynolds Stone; and one of the devices of the Nonesuch Press founded by Francis Meynell. The invitation was printed by John Michael at his Acorn Press.

for the meeting, which is open to all interested persons, will be announced later. Joseph H. Howard, Lucia J. Rather, Josephine S. Pulsifer, and Phyllis A. Bruns of the Library of Congress, who reviewed or worked on the document, are expected to be present.

Information in the draft document is presented in tabular form and includes the name of each data element defined for books, an indication of whether or not the designator is used in MARC records created by the Library of Congress, and the data element requirements for (1) records reflecting original cataloging by organizations in the United States, including the three national libraries, (2) records transcribed from Library of Congress source records by another organization, and (3) minimal level original cataloging. The minimal level is intended for use with ephemeral or marginal materials which may not warrant the high cost of full cataloging. It is also suitable as an in-process cataloging record.

This document was originally prepared by Helen F. Schmierer of the University of Chicago Library for the Library of Congress. The present version reflects revisions made by Library of Congress Processing Services staff in consultation with Miss Schmierer.

The Library is interested in distributing this draft document to organizations or members of the library community who are willing to review it and provide the Library with feedback on the overall value of this type of publication. Responses will determine to a large extent the feasibility of preparing similar documents for formats other than books and name authorities, which is in preparation. Reactions and suggestions should be addressed to Joseph Howard, Assistant Librarian for Processing Services, Library of Congress, Washington, D.C. 20540.

ROLAND FLINT, LINDA PASTAN TO READ ON NOVEMBER 27

Poets Roland Flint and Linda Pastan will read from their work in the Library's Whittall Pavilion on Monday, November 27, at 4 p.m. No tickets are required for this program, sponsored by the Gertrude Clarke Whittall Poetry and Literature Fund.

Roland Flint, who teaches courses in literature and writing at Georgetown University, is the author of *And Morning* (1975) and *Say It* (1978). Awards he has received include a National Endowment for the Arts Discovery Grant in 1970, Georgetown University's Fr. Edward B. Bunn Award "For Faculty Excellence" in 1972, and the Corcoran Gallery of Art Award in Poetry in 1976. Born in Park River, N. Dak., in 1934, he attended the University of North

Dakota, Marquette University in Milwaukee, Wis., and the University of Minnesota in Minneapolis.

Linda Pastan, who grew up in New York City, is the author of *A Perfect Circle of Sun* (1971), *On the Way to the Zoo* (1975), *Aspects of Eve* (1975), and *The Five Stages of Grief* (1978). A new chapbook, "Setting the Table," will be published soon. A 1954 graduate of Radcliffe College, she received a master of arts degree from Brandeis University in 1957. The recipient of grants from the National Endowment for the Arts and the Maryland Arts Council, she was on the staff of the Bread Loaf Writers Conference this year.

PHILADELPHIA WOODWIND QUINTET, GABY CASADESUS TO PERFORM

Pianist Gaby Casadesus will join the Philadelphia Woodwind Quintet in a concert on Friday evening, November 24. The program will include the Wind Quintet No. 3 by Giovanni Giuseppe Cambini, the Tarantelle for flute, clarinet, and piano, Op. 6, and the Caprice on Danish and Russian Airs, Op. 79, both by Camille Saint-Saëns, the Partita by Irving Fine, and the Sextet by Robert Casadesus. The concert is sponsored by the Library's Elizabeth Sprague Coolidge Foundation.

Gaby Casadesus

All members of the Philadelphia Woodwind Quintet have been first chair wind players with the Philadelphia Orchestra. Murray Panitz, flute; Anthony Gigliotti, clarinet; and Bernard Garfield, bassoon, still hold those positions. John de Lancie, oboist, became director of the Curtis Institute of Music in 1977. Mason Jones, hornist and founder of the quintet, resigned in 1978 from orchestral horn playing after a career of 40 years with the Philadelphia Orchestra. He is now that organization's personnel manager. The five artists are all members of the faculties of the Curtis Institute and the Temple University College of Music. The Quintet last performed at the Library of Congress in November 1976.

Gaby Casadesus, a native of Marseille, studied at the Paris Conservatory under the guidance of Moszkowski, Fauré, Florent Schmidt, and Ravel. When she married the great pianist Robert Casadesus, she joined her career with his, and they performed as duo-pianists throughout the world. Later, with their son Jean, they played and recorded three-piano concerti with major orchestras. Mme. Casadesus has also recorded solo Mozart concerti and the works of 20th-century French composers. Throughout her career, she has taught at the Fontainebleau School. Currently, she gives master classes there and at the Ravel Academy. She continues to play chamber music with leading ensembles. In 1975 she performed at the Library with the Juilliard String Quartet.

The concert on November 24 will take place in the Coolidge Auditorium at 8 p.m. Tickets will be distributed by Patrick Hayes, 1300 G St., N.W. (Campbell's), beginning at 8:30 a.m. on Monday, November 20. A service charge of 25 cents is placed on each ticket, and only two tickets are distributed to an individual. Telephone reservations may be made on Monday morning by calling 393-4463. Mail orders are not accepted.

The concert will be broadcast live by radio station WETA-FM, and made available to stations in other cities through the Katie and Walter Louchheim Fund in the Library of Congress.

LIBRARY PHOTOCOPYING MEETINGS REPORTED

A second set of library photocopying meetings was held at the Copyright Office on October 17-18. The purpose of the meetings was to continue to seek advice on how the Register should implement the five-year report to Congress, mandated in Section 108(i) of P.L. 94-553, "setting forth the extent to which this section has achieved the intended statutory balancing of the rights of creators, and the needs of users" and also describing problems and perhaps recommending further legislation. The report is to be submitted to Congress at the beginning of 1983. Publication of an additional interim report, however, has been suggested. This report would analyze the status of discussions and pinpoint major problems.

Ivan Bender, legal consultant to the general counsel of the Copyright Office, is coordinating the activities of the office planning group consisting of Barbara Ringer, Register of Copyrights; Jon Baumgarten, general counsel; Louis Flacks and Michael Keplinger,

special legal assistants to the Register; Marlene Morrisey, special assistant to the Register; Marybeth Peters, chief of the Information and Reference Division; and Robert Stevens, chief of the Cataloging Division. About a dozen outside participants attended each meeting, representing library and publishing organizations.

At the first set of meetings, copyright proprietors (that is, authors and publishers) were heard in New York City on August 9, and librarians and other users of copyrighted works met in Washington, D.C., on August 11. In October, the order of the meetings was reversed.

At this early stage of the five-year review, the Copyright Office is merely receiving ideas from the two interest groups on what questions the mandated report should address and how the report might be prepared.

The first joint meeting of the two groups sponsored by the Copyright Office is scheduled for January 1979. The opposing views can be discussed by participants openly at this meeting, which will not be a hearing.

Mr. Bender and others on the committee hope to finish in the next few months a complete bibliography of materials on library photocopying and the provisions of the new copyright law. In conjunction with this bibliographic project, Mr. Bender plans to develop other documentation of issues raised by Section 108.

Regional meetings are being considered that could be scheduled as hearings to obtain the testimony of practicing librarians and publishers around the country. Mr. Bender thinks hearings would bring forth real and hypothetical situations which may not have been considered before.

The office also receives comments from the public through correspondence. Mr. Bender is building a file of letters recommending changes.

LIBRARY DEMONSTRATES NEWS 'CARDS' ELECTRONIC PRINTING SYSTEM

(Continued from front page)

Russian, Greek, or Arabic, and ideographs for Chinese or Japanese. In its initial application, CARDS prints

Among those present on November 1 for ceremonies launching the Library's new CARDS system were Public Printer John J. Boyle of the Government Printing Office, Librarian of Congress Daniel J. Boorstin, Deputy Librarian William J. Welsh, and Jack Goldman, senior scientist, Xerox Inc., and the inventor of laser printing techniques.

Examining the new equipment for the CARDS system are Gerry Robertson of Xerox Electro-Optical Systems; Faye M. Padgett, deputy staff director, Joint Committee on Printing; The Librarian; and Associate Librarian for National Programs Carol Nemeyer.

The sample pictured above includes examples of the 10-point Times Roman medium font character set which is produced on demand by laser light.

in the same Times Roman font styles traditionally used by the Library of Congress. It prints diacritics over characters, provides proportional spacing, and produces graphic quality character images.

Before installing CARDS, the Library used a combination of phototypesetting and offset printing to produce MARC catalog cards. Since the size and frequency of orders could not be predicted, a large card inventory was maintained. When orders were received from libraries, cards were retrieved manually from stock which occupied a 50,000-square-foot area. The Library's new cataloging (230,000 new cards annually) enlarged this inventory and caused frequent expansion and shifting of storage facilities as well as discarding of seldom-ordered card stock.

Now that MARC cards are printed on demand, automatically arranged and labelled by customer, the need for maintaining a large and costly inventory is eliminated. The new system assures that the Cataloging Distribution Service will be able to maintain a high-quality and efficient card service.

STAFF NEWS

AWARD

Gregory R. New received a 30-year Federal Service Award pin from Joseph H. Howard, Assistant Librarian for Processing Services. Born in Boston, Mass., Mr. New began his Federal service at the Library in April 1948. He completed the work for his bachelor's degree at George Washington University in 1951 and earned the master of library science degree at Emory University in 1954. Except for two years with the U.S. Army Infantry, his Federal service has been exclusively with the Library.

Mr. New has worked as a deck attendant, a card filer, a telephone reference assistant, a head of the Filing Section, an editor of the Library of Congress catalogs, a cataloger-editor for the *Union List of Serials*, a cataloger for the *National Union Catalog of Manuscript Collections*, the assistant editor of *New Serial Titles*, and, since 1968, as a decimal classification specialist. In this capacity, he points out, he has been able for the first time to consider the contents of books, and not just their outsides or records representing them.

PERSONNEL CHANGES

Appointments: Helen Brown, editorial assistant, GS-5, CRS E, 5939; Robert Case, supply clerk, GS-4, P&S, 5954; Richard Parker, Jr., janitor, WG-1, Bldgs, 6001; Adrian Sclawy, physical science technician, GS-7, Preserv, 5874; Cynthia Whetstone, arranging and distribution assistant, GS-3, Cat Mgmt, 5792.

Reappointment: Ruth Foss, copyright examiner, GS-9, Cop Exam, 5816.

Resignations: Alan Centa, ASO; Abigail Crane, Ser Rec; Maggie Dupree, AA; Michael Fairfax, Subj Cat; James Hauger, Cat Publ; William E. Hollis, Jr., ASO; Christine Howell, Photodup; Christine King, Photodup; Ellen Lamagna, Ser Rec; Yvonne Ogden, FRD; Brian Roache, Photodup; Anna Zakarija, Col Mgmt.

STAFF ACTIVITIES

Ivan Bender, legal consultant to the general counsel, Copyright Office, spoke to the New York State Education Communications Association in Albany on October 25.

Fred M. Bindman, head of the Music Section, Descriptive Cataloging Division, was a guest speaker at the fall meeting of the Chesapeake Chapter of the Music Library Association, held at George Mason University in Fairfax, Va., on October 7. Mr. Bindman spoke on the probable effects on music and sound recording cataloging practices when the Library of Congress begins to apply the second edition of the *Anglo-American Cataloguing Rules* in 1981.

Kevin Maricle, attorney-adviser in the general counsel's office, Copyright Office, addressed the Association for University Business Research Editors in Keystone, Colo., on October 4.

On October 12, **Howard W. Marshall**, a folklife specialist in the American Folklife Center, spoke on Midwestern folk architecture at the opening general session of the annual meeting in Chicago, Ill., of the National Trust for Historic Preservation. He shared

the platform with Carl Condit of Northwestern University and Paul Sprague of the University of Wisconsin at Milwaukee.

Lawrence Marwick, head of the Hebraic Section, African and Middle Eastern Division, is the author of "The Hebraic Collection in the Library of Congress," an article in the 1978-79 edition (Vol. 36) of the *Jewish Book Annual: The American Year Book of Jewish Literary Creativity,* issued by the Jewish Book Council, New York City. Its focus is on the growth of the Library's rich holdings, including Biblical studies, Rabbinical literature, and material relating to Israel, plus a description of the reference tools maintained by the section.

If there were a prize for the most speeches delivered on copyright in October, **Marybeth Peters,** chief of the Information and Reference Division, would win it, hands down. She spoke on six occasions this past month. In the Washington, D.C., area, she addressed the American Patent Law Association annual meeting in the Mayflower Hotel on October 16 and, two days later, the 41st Modern Archives Institute held at the National Archives. She traveled to Orlando, Fla., to talk to the Florida Association for Media in Education at their sixth annual convention and in New York City shared the podium with Carol Risher of the Association of American Publishers at a meeting of the New York Business Press Editors on October 17. Baldwin-Wallace College in Berea, Ohio, invited her to speak at a copyright seminar on October 23, and she addressed Harvard University Law School's copyright law class on October 30.

Donald A. Wise, Geography and Map Division, led a guided walking tour of historic Arlington County, Va., on October 15. This was in conjunction with the "Historic Arlington Weekend," an annual event sponsored by the Arlington Historical Society. Mr. Wise is chairman of the society's Historical Research Committee.

ANNOUNCEMENTS

The **District of Columbia Library Association (DCLA) Documents Interest Group** is sponsoring an evening meeting at the Library of Congress on Wednesday, November 15, on the publications, data bases, and other publishing projects of the Congressional Information Service. CIS editorial and acquisitions staff will describe the content of the CIS Indexes to Congressional publications and of its *American Statistics Index* and discuss other current and planned projects of interest to librarians. Copies of the publications will be available for examination and suggestions from attendees will be solicited. The program will be presented from 7 to 9 p.m. in the Whittall Pavilion; light refreshments will be available from 6:30 p.m. Further details may be secured from Rozanne Barry, Library of Congress, 426-6477.

On December 5 the **Library of Congress Professional Association** will sponsor a Group Dynamics Workshop, led by Duane Webster and Deanna Marcum from the Association of Research Libraries Office of Management Studies, in the Whittall Pavilion from 4:30 to 6:30 p.m.

Open to all interested staff members, the workshop will introduce concepts related to consensus decision-making in a group situation. The whole area of problem solving will be examined in detail from an individual and team view by using a structured exercise (The Desert Survival Problem) as a reference point.

This exercise will be completed in small groups and will be followed by a discussion of issues dealing with communication, leadership style, quality of group discussions, and importance of individual contributions. In this setting, participants will have an opportunity to develop group process skills and secure feedback on their individual and group performance.

Staff members interested in attending are asked to send their name, division, and telephone extension to Sarah Pritchard, General Reading Rooms Division, by November 27.

The Library of Congress **WRA Choral Society** will present a pre-Christmas guest concert at the Glendale Baptist Church, 4504 Gault Pl., N.E., on Saturday, December 9, at 7:30 p.m. Ticket information is available from Juanita Pinkett on ext. 5353.

Anna and Skip Schultz are the parents of a baby boy, Matthew Charles, born October 26 at Columbia Hospital for Women. Mrs. Schultz is a senior descriptive cataloger in the Slavic Languages Section of the Shared Cataloging Division; Mr. Schultz is a copyright examiner in the Literary Section of the Examining Division.

APPENDIX

DRAFT

Introductory Statement Concerning "National Level Bibliographic Record—Books"

Prepared by
Processing Services
Library of Congress

PURPOSE

The document, "National Level Bibliographic Record—Books,"[1] contains specifications for the data elements that should be included by an organization creating cataloging records in machine-readable form for its own use, which will also be acceptable for sharing with other organizations or for contributing to a national database.

This introductory statement expands on a portion of the introduction to the document itself to bring out more clearly the concepts involved in the National Level Bibliographic Record and its implications. This statement and a draft of the document are being distributed to the three major networks and many other organizations in the library community for comment.

SCOPE

The document is concerned with the creation of cataloging records for book materials by organizations within the United States. This includes records originating in national bibliographies or LC overseas offices and subsequently processed by LC's Shared Cataloging Division, but does not at this time include other cataloging records which originate outside of the United States. The document is further limited to cataloging "with book in hand," and thus excludes from consideration the retrospective conversion of existing records to machine-readable form.

LEVELS

The "national level" of the title is actually three levels: (1) full level original cataloging, (2) full level transcribing LC cataloging, and (3) minimal level cataloging. The term "level" refers to the fullness of the bibliographic data contained in the record. For each level, the elements that are mandatory if applicable, required if available on the book, and optional are indicated.

Detailed requirements for all levels are given in tables in the document. Instructions for using the tables are found in the introduction. Full level original cataloging and full level transcribing LC cataloging are essentially similar. Some additional explanation of full level transcribing LC cataloging and minimal level cataloging follows.

The specifications for full level transcribing LC cataloging should be used when an organization has LC non-MARC cataloging data in hand and chooses not to recatalog the record or to update data elements in the record beyond what is specified for transcribing LC cataloging.

For records transcribed from LC copy,

(1) All data elements in the LC record, with the exception of certain optional elements noted in this document, e.g., bibliographic price (Ø2Ø, subfield c), must be faithfully recorded. It should be noted that the document is only concerned with the use of LC source records for the cataloging of a book in hand and, therefore, all information is available for creating a complete MARC record, within the specifications given.

(2) The punctuation must be faithfully copied from the LC record, notwithstanding the fact that the punctuation may not conform to ISBD.

(3) Capitalization may follow the LC copy or, if appropriate, it may be changed to conform to current practice. If the capitalization is changed, the transcribing organization must input its National Union Catalog (NUC) code in subfield d of field Ø4Ø (cataloging source).

(4) Certain headings on LC copy may be changed if a more recent form of the heading is found in an LC catalog or other LC publication. If any such

[1] Available on request from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

change is made, the transcribing organization must input its NUC code in subfield d of field ∅4∅.

(5) Certain data elements, as specified in the document, may be added by an organization if the elements are not present on the LC card. If any such elements are added, the transcribing organization must input its NUC code in subfield d of field ∅4∅.

(6) The transcribed record must include the LC card number (∅1∅) and the LC call number (∅5∅). In addition, byte 39 of field ∅∅8 must be set to code ♭, a, b, or c.

If, however, an organization has LC cataloging copy in hand and wishes to further update the record, it can include appropriate LC data, update elements as need be (e.g., the punctuation, headings, etc.), add elements, or even recatalog the whole record so as to bring the record fully into line with AACR 1 or AACR 2. The organization may also choose to romanize a record that LC cataloged in the vernacular. In any of these instances, the resulting record is not then considered to be a transcription of an LC record. Therefore, the LC card number (∅1∅) and the LC call number (∅5∅) fields should *not* be present and the inputting organization should set byte 39 of ∅∅8 to d and input its NUC code in both subfields a and c of field ∅4∅. The specifications for full level original cataloging must be followed.

It is assumed that no organization will transcribe an LC MARC record, since the record is already available in machine-readable form. It is realized, however, that an organization may wish to update a Cataloging in Publication (CIP) record if it has the book in hand and the LC record has not yet been updated to a full record. Presumably, such records should not be contributed to a national database, since the full LC record will serve as the national record.

Full level original cataloging and full level transcribing LC cataloging are essentially similar. The minimal level record is designed to provide the information needed to identify an item, i.e., the complete descriptive block, from title through series, in accordance with ISBD (and AACR), plus ISBN and call number (or other shelf number) and, for author access where appropriate, a main entry. These data elements include but are not limited to those specified for level 1 cataloging in AACR 2. It should be noted that the minimal record need not necessarily be limited to the elements just specified.

The minimal level is intended for use with ephemeral or marginal materials or materials which the cataloging organization feels do not warrant the high cost of full cataloging but nevertheless should be maintained under a degree of bibliographic control. Inclusion of the full descriptive block means that duplicates can be identified without examining the book, and other data elements can be added to the record as desired without the necessity of modifying the descriptive block. The minimal level has characteristics similar to an in process cataloging record, where the descriptive elements that must be transcribed from the book are input, with a preliminary main entry, thus putting the book under immediate bibliographic control pending the assignment of authoritative access points, classification, and so forth.

QUALITY AND CONSISTENCY

The sharing of bibliographic records requires that the cataloging of one organization be acceptable to other organizations. Therefore, an organization intending to create a "national level" record at any of the three levels, should assume the responsibility for providing the highest possible degree of quality and consistency in the data content and content designation of records, within the specifications for the level of record being created. This means adherence to accepted cataloging rules, classification systems, and subject, name, and series authority systems, as well as to format standards for the identification of data elements in machine-readable form and accepted editorial conventions.

The "standards" referred to above include the following:

(1) Cataloging Rules

Original cataloging *prior to 1981* must follow AACR 1, including revised Chapter 6, 1974.

Original cataloging *beginning 1981* must follow AACR 2. It is recommended that the AACR 2 options adopted by LC and the "compatible headings" continued by LC also be followed.

Exception: The statements concerning cataloging rules do not apply to transcribing LC cataloging, since the record must be transcribed as found. Whatever rules were in effect when the LC record was created will still apply.

(2) Classification Systems[2]

The specifications for national level records do not

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[2] National Library of Canada (NLC) classification numbers and subject headings, insofar as they differ from the LC systems, are not listed here. NLC call numbers and subject headings, however, can be included in records if such information is found in the Canadian national bibliography, *Canadiana*.

require that any single classification system be used. Whatever system is used by the cataloging organization, it should be followed with accuracy and consistency.

At the present time, the format for machine-readable records includes separate fields for the call numbers (or classification numbers) of the national libraries responsible for the following classifications:

Library of Congress Classification (LC)
National Library of Medicine Classification (NLM)
National Agricultural Library Classification (NAL)
Dewey Decimal Classification (DDC)

These fields may be used only for numbers assigned by the responsible national library.

The format also provides fields for call numbers assigned by other than the national libraries. Numbers assigned from the LC, NLM, and DDC classifications are recorded in separately identifiable fields. Numbers based on other classifications, including NAL, are lumped into a single field.

The Universal Decimal Classification field may be used by any organization, since there is no official agency for the assignment of numbers to publications.

(3) Subject Heading Systems[3]

The specifications for national level records do not require that any single subject heading system be used. Whatever system is used by the cataloging organization, it should be followed with accuracy and consistency.

At the present time, the format for machine-readable records includes separate fields for subject headings assigned by the national libraries responsible for the following subject heading systems:

Library of Congress Subject Headings (LC)
Medical Subject Headings (MESH)
National Agricultural Library Subject Headings (NAL)

These fields may be used only for subject headings assigned by the responsible national library. The second indicator in the field identifies the subject heading system used.

The format also provides fields for subject headings assigned by other than the national libraries. Second indicator values differentiate between headings assigned from the LC and MESH systems. Headings taken from other systems, e.g., Sears, NAL, etc., and purely local headings are lumped together under another second indicator value.

(4) Name Headings

Name headings should, insofar as possible, follow the LC established form of name or a national authority system, assuming such a system is developed in the future. Organizations other than LC will need to establish name headings not established by LC, and contribute these, in the future, to LC or to the national authority system. A document in preparation will address the content and content designation of authority records for the purpose of such sharing. Local authority information will need to be maintained until online access to the LC or a national system is available.

For minimal level bibliographic records, it may not always be possible to supply an established form of name. Consideration will be given to adding an indicator to the format to differentiate established from non-established headings.

(5) Series

As with name headings, an authority system is necessary for series headings in order to maintain consistency in usage within an organization and among organizations. Thus, series headings should also follow the LC established form of heading where it can be determined. Unfortunately, at the present time, series authorities are not in machine-readable form and the publication, *Monographic Series,* while providing series access to LC cataloging for the period covered, does not contain series authority records. (Naturally, some series headings can be found in the bibliographic tools for serial publications.)

Work is underway on incorporating series headings into the MARC format for authorities, and LC will in time be able to distribute series authority records. In the meantime, organizations will have to use local information to maintain consistency in series headings.

(6) Format for Machine-Readable Records

Consistency in the identification of data elements is as critical to the sharing of records as it is to the successful processing and retrieval of data within a single organization. The MARC communications format structure is a United States national standard (ANSI Z39.2-1971) and an international standard (ISO 2709-1973) which must be used for the

[3] National Library of Canada (NLC) classification numbers and subject headings, insofar as they differ from the LC systems, are not listed here. NLC call numbers and subject headings, however, can be included in records if such information is found in the Canadian national bibliography, *Canadiana.*

communication or distribution of bibliographic records. The MARC format for books, effectively adopted by the American Library Association and many other organizations, comprises both the standard structure and the MARC content designation (tags, indicators, subfields, and fixed fields). Any national level record must conform to the content designation specifications for any of the three levels. As bibliographic data is very complex, it is essential that the content designators be applied accurately and consistently and that consistent editorial practice be followed in recording the data.

The LC *Data Preparation Manual: MARC Verifiers* is currently being updated, but is necessarily oriented toward LC internal practices. Therefore, LC plans to prepare a manual of instructions applicable to all organizations creating records in conformity with the current edition and all applicable addenda of the MARC format for books.[4]

PROJECTED USES OF MINIMAL RECORDS

As already stated, minimal records may be used for the cataloging of ephemeral or marginal materials to put them under bibliographic control to the extent of providing the descriptive block and certain access points. The minimal record is not intended to take the place of a full cataloging record, but to be used to provide a standardized brief record for materials that might otherwise not be cataloged at all, and therefore could not be searched for retrieval of either the bibliographic information or the physical book, nor could the book (if found) be circulated through an automated system.

The same type of record is useful for the control of books in process of being cataloged, as a means of making these books accessible, either for technical processing or reference use, almost immediately following the beginning of the cataloging process.

The usefulness of such records in an individual organization are obvious. When such minimal records are shared, organizations adopting the record created by another organization would be assured of getting a record that could be accepted "as is," (with the possible exception of having to change a main entry that is coded as not having been established by the originating agency), assuming the adopting organization also desires a minimal level record for that book. If the adopting organization wishes to give the book full cataloging, it need only add to the existing record—during which process, the minimal level record serves as an in process cataloging record. Minimal records could be shared within several different environments.

(1) Minimal records could be input to a bibliographic utility or network, i.e., OCLC, BALLOTS, WLN, assuming the network will accept minimal level records and will allow the initial record to be updated to a full level record on the network data base, if the same or another member organization so desired. Acceptance of minimal records on a network data base could mean that records would be available to other users at an earlier date than if only full cataloging is accepted. Such acceptance could also broaden the scope of the data base to items that might otherwise never be included.

(2) Minimal records could be contributed to LC's data base and redistributed by LC through its MARC distribution services, thus making them available for use by the networks and other subscribers. Should LC acquire the book represented by the contributed record, LC could use the minimal record in the same way as another organization.

(3) Minimal records could be contributed to the *National Union Catalog*, and if no previous record had been received, it would become the printed NUC record. Otherwise, it would become a report to the *Register of Additional Locations* (RAL). Only if LC later gave full cataloging to the book, however, would the updated record be printed in NUC.

(4) LC original minimal level records could also be distributed through the MARC distribution service. If later updated, the updated version would likewise be distributed. LC already distributes partial records for serials, which are a somewhat expanded version of the proposed minimal record, and intends to distribute its in process records at a later date.

ITEMS REQUIRING SPECIFIC ATTENTION

The following paragraphs point out some of the specifications for full level original records which may require particular attention on the part of organizations undertaking to provide national level bibliographic records for books. While not all of these paragraphs are applicable to transcribing LC records or to creating minimal records, these specifications are also valid for these levels when appropriate. Organizations should also refer to the section on "Quality and Consistency" presented earlier in this preliminary statement.

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[4] United States. Library of Congress. MARC Development Office. *Books: A MARC Format*, 5th ed. Washington, Library of Congress, 1972. (Addendum no. 16 was issued in August 1978.) (Available from the Cataloging Distribution Service.)

FULL LEVEL: ORIGINAL CATALOGING

(1) Cataloging Specifications

(a) Title Statement–Tag 245

Under both AACR 1 and 2, the title statment must include a statement of responsibility (or authorship) and parallel titles, as applicable.

(b) Imprint–Tag 26Ø

Under AACR 1 and 2, the imprint must include place of publication and publisher. Under AACR 1, when the place of publication and the name of the publisher are unknown, the place of printing and printer must be included if present on the book. Under AACR 2, if the name of the publisher is unknown, the place and name of the manufacturer must be given if found on the item. Also, under AACR 2, the address of the publisher or distributor, if input, is included in the imprint.

(c) Series Statements–Tags 4xx

Series Added Entries–Tags 8xx

Under Under AACR 1 and 2, there have been substantial changes in the rules for series statements and series added entries. These changes are too complex to discuss here. These data elements, however, do need special attention on the part of catalogers attempting to create national level records.

(2) Format Specifications

(a) Fixed Fields–Tag ØØ8

All fixed field elements must have a positive value assigned.

(b) International Standard Book Number (ISBN)–Tag Ø2Ø

All ISBN numbers given in the book should be recorded, with their qualifiers. Inclusion of the bibliographic price is optional, but if included, it should be input in the ISBN field.

(c) Languages–Tag Ø41

Geographic Area Code–Tag Ø43

These elements are mandatory if applicable. Although such information does not print on a catalog card, it is needed for retrieval purposes.

(d) Government Document Number–Tag Ø86

The Superintendent of Documents number is required if present in the book. Optionally, the number may be input if found in an authorized source.

(e) Uniform Title–Tag 24Ø

LC uses this field for (a) certain filing titles, or conventional titles, which are included in brackets on the LC printed card, notably those for musical works; and (b) other filing titles that are not printed on the cards but are typed on cards to be filed in LC catalogs. Such nonprinted filing titles may bring together translations of a work into various languages under a filing title in the original language, or the various editions/titles of Fanny Farmer's cookbook under a single filing title. After 1981, LC plans to print most filing titles.

Organizations deciding to use this field should set the first indicator value to print or not print a uniform title in accordance with the requirements of their own catalogs.

(f) Uniform Title, Collective–Tag 243

This field can be used for uniform titles of a collective nature, such as "Works." LC does not use this field. Other organizations should use this field or not in accordance with the requirements of their own catalogs.

(g) Added Entries–Tags 7xx

There is no provision in the format for local added entry fields. Organizations may include local added entries in the 7xx fields in addition to fulfilling the requirements of the cataloging rules for added entries.

(h) Series Added Entries–Tags 8xx

Organizations should give a series added entry for any series that LC traces insofar as this can be determined from existing LC records or publications. However, if LC does not trace a series, an organization has the option to trace or not to trace that series in accordance with AACR guidelines and its own practices.

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